REQUEST FOR ALTERNATIVE WORK SCHEDULE (AWS)

For use of this form, see USMEPCOM Reg 690-13

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INSTRUCTIONS: Before the beginning of each pay period, employee will complete sections I and III. Section III will not be signed or dated until the end of the pay period identified in section I. The supervisor will complete section II and return the form to the employee.

| SECTION I - PROPOSED SCHEDULE | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|
| 1. To: | 2. From: | | | | | | | | | |
| Proposed biweekly AWS for pay period beginning | is on the reverse side of this form. | | | | | | | | | |
| 4. My lunch time will be (exact time) | (), or flexible (). | | | | | | | | | |
| 5. Request (insert number of hours) credit ho | urs be worked on | | | | | | | | | |
| 6. Request (insert number of hours) credit ho | urs to be used on | | | | | | | | | |
| 7. I have a balance of (insert number o | f hours) credit hours from a preceding pay period. | | | | | | | | | |
| 8. Employee's signature: | 9. Date: | | | | | | | | | |
| SECTION II - APPROVAL | | | | | | | | | | |
| 10. To: | 11. From: | | | | | | | | | |
| 12. Approved () Disapproved () (If disapproved, gi | ve reasons below.) | | | | | | | | | |
| 13. Remarks: | 15. Date: | | | | | | | | | |
| 14. Supervisor's signature: | 15. Date: | | | | | | | | | |

| | | | | SECTIO | N III PROPOSEL | BIWEEKLY | AWS SCHI | EDULE | | rage 2 01 2 | |
|--|-------------------------------|----------------|--|--|---|------------------|--------------|--------------------|----------------------------------|-------------------|--|
| TOTAL H | OURS USE OURS: UMULATIV | | Item 2 Item 2 8 hour : Item 2 Item 2 variatio | 6a will refle 7 will be a tool s or more e 8 will total 9 will reflector in any of | nclude hours worked, leave taken, holidays, or any combination thereof. reflect only credit hours worked in the current or previous pay period. be a total of the "HOURS WORKED" plus credit hours worked or used. This column must total ore each day. otal 80 hours or more by the end of the pay period. eflect if the "HOURS WORKED" column indicates any leave, holiday, or overtime. Any ny of the columns, after this schedule has been approved, will require pen and ink changes and r's initials in the "REMARKS" column. | | | | | | |
| NOTE: A | t the end o | of the pay ן | period, the | word "PRC | POSED" will be | crossed off | the top of | this page an | d section III will be | signed and dated. | |
| 16. Name: | | | | | · | | | | 17. Office: | | |
| 18. Pay period beginning: | | | | 19. | 19. Pay period ending: | | | | 20. Supervisor: | | |
| 23. Lun | | | _unch | | 25. Hours | 26. Credit hours | | | 00.7.1 | | |
| 21. Date | 22. Time in | a. Time out | b. Time in | 24. Time out | worked (excluding credit hours) | a. Worked | b. Used | 27. Total hours | 28. Total cumulative hours | 29. Remarks | |
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| 30. Balar | ice from pr | evious pay | period _ | | ı | 31. Use | ed this pay | period | l | | |
| | | | | | 3 | 33. *Balanc | e carried fo | orward | | | |
| *Balance carried forward cannot exceed 24 hours. 34. Employee's signature: (Employee's signature verifies the hours posted in section III are true and accurate.) | | | | | | | | | 35. Date: | | |
| 36. Supervisor's signature: (Supervisor's signature verifies the hours posted in section III are true and accurate.) | | | | | | | | | 37. Date: | | |
| | | | | | | | | | | | |